**CONFIDENTIAL**

**Date: 28th November 2024**

**Ms.Ruchira Gaur**

**Emp. No: 1095**
**Designation: Manager - Talent Acquisition & Human Resource**

**Subject: Salary Revision**

Dear Ruchira Gaur,

Congratulations!

We are pleased to inform you that considering your contribution to the organization during the year 2023-2024 and your exemplary performance, your annual compensation stands revised w.e.f **01st October 2024**.

The details of revised compensation are attached herewith as Annexure-A. Kindly go through the same and feel free to approach HR in case you have queries. Please acknowledge this letter and Annexure over the email.

All the other terms and conditions of your employment remain unchanged and in future shall be governed by the company policies and regulations as applicable from time to time in the interest of the business of the organization.

Thank you very much for being part of Sigma's growth story! We are sure you would continue to work with the same zeal and zest and help the organization achieve great success.

We wish you a very challenging and rewarding career at Sigma!

**Best Regards,**
**For Sigma Infosolutions Ltd.**

**Authorized Signatory**
**(Preeti Jhangiani)**



**Sigma Infosolutions Ltd.** INNOVATIONS UNLIMITED

CERTIFIED ISO 9001 : 2015 COMPANY
CERTIFIED ISO 27001 : 2013 COMPANY

**Registered office :** 4, Heavy Industrial Area, Jodhpur - 342003, Rajasthan (India) Telephone No.: +91-291-27417866, Fax.: No.:+91-291-2740664
**INDIA - Bangalore,** Sigma Towers, #66/A, 13th Cross, 6th Main, JP Nagar, 3rd Phase, Bangalore- 560078, Phone : +91-80-40865100
**INDIA - Ahmedabad,** Unit No.427, Ratna High Street, Near Naranpura Cross Road, Naranpura, Ahmedabad-380013 [Gujarat] Phone:+91-79-61998777
**USA - California,**17322 Murphy Ave Irvine, CA 92614, Toll Free No : (888) 861-7360
Email : info@sigmainfo.net, Web : www.sigmainfo.net CIN NO. U72200RJ2004PLC019611

**ANNEXURE-A**

Remuneration: Total annual CTC – Rs.1684000 (Sixteen Lakh Eighty Four Thousand Rupees Only) per annum. Please find the break-up below:

| Components | Monthly Amount in Rs. | Annual Amount in Rs. |
|---|---|---|
| **Part A- Gross Salary** | | |
| Basic | 53967 | 647600 |
| H.R.A | 21587 | 259040 |
| Flexi Benefit Plan (FBP) | 54818 | 657810 |
| **Total Gross Salary (A)** | 130371 | 1564450 |
| | | |
| **Part B - Retiral Benefits** | | |
| Company Contribution to Provident Fund | 1950 | 23400 |
| Gratuity | 2596 | 31150 |
| **Total Retiral Benefits (B)** | 4546 | 54550 |
| | | |
| **Part C- Variable Pay** | | |
| Continuity Bonus | 5417 | 65000 |
| **Total Variable Pay ( C)** | 5417 | 65000 |
| | | |
| **Total Fixed CTC (A+B)** | 134917 | 1619000 |
| **Total CTC (A+B+C)** | 140333 | 1684000 |

**Note:**

1. **FBP** includes: Food Coupons, LTA, bills have to be produced to get exemption from IT for LTA. Food coupons eligible amounts Rs.3000/-per month.
2. Sigma provides **Mediclaim Insurance** for Self and family coverage from 03 to 05 Lakh, based on the eligibility. Family covers for Spouse and 2 Children. You are also entitled for Group Personal Accidental insurance upto 5 Lakh.
3. **Gratuity** is payable as per The Gratuity Act, 1972.
4. Any **Statutory deductions** as per the government rules would be made from the above, if applicable.
5. **Voluntary Provident Fund**: If employee wishes to contribute more to Provident Fund, he/she can do by applying to the VPF. For details contact HR/Finance teams. Employer isnot bound to pay the enhanced contribution.
6. **Continuity Bonus**: It is paid monthly on pro-rata basis. In case of resignation by the employee before the next revision/beginning of the new financial year, the amount of bonus paid till the resignation is recovered by the company.
7. **Salary is confidential between the employee and the employer. Sharing it with others is termed as serious violation of terms and conditions of service**.



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